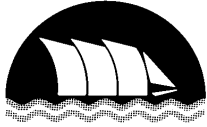
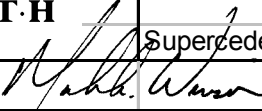


POLICY & PROCEDURE		
	<b>Employee Data Changes</b>	
	Supersedes:	Effective: September 1, 2003
Approved: 	Page 1 of 1	

It is very important that employee data be current at all times. This is especially true for dropping and adding insurance for family members. When life qualifying events occur that require the change of employee data, the employee should immediately complete and return an [Employee Data Maintenance Form](#) found online or at Human Resources, Room 313 City Hall, 730-5210. Forms must be returned to Human Resources as soon as possible. **Failure to return a completed Employee Data Maintenance Form within 30 days** of a qualifying event will result either in a lapse of coverage until the next open enrollment period or that the employee will be paying for coverage that is no longer desired. Instances of life qualifying events include:

- Adoption of a child
- Birth of a child
- Death of an employee or family member
- Divorce
- Employee change in employment status
- Marriage
- Open enrollment
- Retirement
- Spouse change in employment or loss of insurance
- Unpaid leave of absence taken by employee or spouse

Additional uses of this form are for **address/phone number** changes and changes in **emergency contact information**.